

REQUEST FOR QUOTATIONS

**PROVISION OF GENERAL MAINTENANCE SERVICES TO THE CONSTITUTION HILL
DEVELOPMENT AS AND WHEN REQUIRED FOR A PERIOD OF 12 MONTHS.**

SITE BRIEFING DATE N/A
TIME

CLOSING DATE 24 NOVEMBER 2025
TIME 11:00AM

SUBMISSION OF DOCUMENTS: ELECTRONICALLY TO SCM@CONHILL.ORG.ZA

EVALUATION PROCESS

The proposal will be evaluated on a three stage process;

(a) Stage 1 Admin Compliance

If any of the following bid forms are not completed, or not signed, or not handed in with your bid proposal, or not accompanied by supporting documents (as part of the bidder's response to the bid specification) before or by the closing date and time, your proposal will not be accepted and disqualified.

Minimum Documents required for this BID	Instructions for Bidder's Attention
Central Supplier Database (CSD) Summary Report	Proof of CSD registration
SBD 1 (Invitation to Bid – and Bid Price Statement)	Make sure it is completed & signed
Tax Status Compliance Pin	Tax Status must be active on CSD &/or e-filing (status will be validated again during evaluation stage)
SBD 4 (Declaration of Interest)	Make sure it is completed and signed
SBD 6.1 (Preferential points claims PPR 2022)	Make sure it is completed and signed

(b) Stage 2 Mandatory requirements

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Minimum Documents required for this BID	Instructions for Bidder's Attention
CIDB Grading- GB 1	Valid proof of registration must be submitted
Valid Registration with the Workmen's Compensation Fund	Valid proof of registration must be submitted

(c) Stage 3 Price and Specific goals

Price and specific goals

The 80/20 preference point systems will be used,

- 80 points = Price
- 20 points = Specific goals

Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The tendered must be 51% owned by black people who are women	20	

NB: To claim preferential procurement points for an entity which is at least 51% owned by black people who are women, the tenderer must submit certified ID copy not older than 6 months

Failure to submit certified ID copy will result in preferential points not being awarded.

1. SCOPE OF WORK

Constitution Hill is inviting all qualified and experienced general maintenance companies to submit quotations for the provision of general maintenance services at our historical site. The selected contractor must be mindful of the diverse architectural landscape, comprising both heritage and newly constructed buildings, within the context of a National Heritage site. Compliance with heritage requirements is imperative.

The appointed contractor will be responsible for general maintenance services for the following buildings and precincts:

1. The Old Fort
2. Women's Jail
3. Super basement
4. Transwerke Building
5. Number 4 & 5
6. Precinct Grounds

2, PROJECT BRIEF AND DELIVERABLES OF THE FOR REPAIRS AND MAINTENANCE ARE AS FOLLOWS:-

The appointed maintenance contractor shall provide, as a minimum, the below services:

- 2.1 The maintenance contractor shall thoroughly inspect the building infrastructure in accordance with the provisions outlined in the Occupational Health and Safety Act at appropriate intervals.
- 2.2 Carrying out maintenance works to enable all facilities to operate in accordance with original design specifications.
- 2.3 Ensuring all technical maintenance work is performed by competent, skilled and experienced persons as defined by the relevant regulations under the supervision of the contract CONHILL reserves the right to request copies of certificates and qualifications for technical personnel.
- 2.4 The provision of maintenance service twenty-four (24) hours a day, seven (7) days per week as and when required. The call-out service and associated costs shall be provided at the tendered rates. All personnel shall be provided with adequate tools of trade to ensure prevent delays to emergency callout response.



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- 2.5 Repairs and maintenance to finishes obligated by wear and tear, preventative maintenance etc and only parts that are suitable in all respects, shall be used.
- 2.6 The timeous repairs and replacement of obsolete items to reduce breakdowns, down time, unplanned maintenance and consequently maintain optimal building infrastructure operation.
- 2.7 The provision of maintenance site registers, keeping accurate records of all maintenance activities, planned repairs and routine safety related operational tests for submission to the CONHILL Facilities Manager.
- 2.8 The provision on request by CONHILL facilities Manager computer generated reports detailing a history of callouts, repairs and break-down repairs.
- 2.9 To alert and advise the CONHILL Facilities Manager in writing of any repairs and replacement required to existing infrastructure deemed necessary. No repairs or maintenance work shall be undertaken without prior permission from the CONHILL Facilities Manager or CONHILL duly appointed consultants.
- 2.10 The services of built environment professionals i.e., architect, engineer maybe required during the course of this contract to provide drawings, designs, refurbishments for compliance with building regulations, health and safety etc.
- 2.11 CONHILL to exercise step in rights in case the appointed contractor fails to comply with repairs and maintenance obligations. CONHILL shall remedy the default either, itself or procure a third party (including any subcontractor or supplier of the appointed contractor) to do so on its behalf. The reasonable costs of the Employer exercising its step-in rights in respect of any subcontractor or supplier of the contractor shall be borne by the contractor.
- 2.12 The building maintenance service provider shall focus mainly but not limited to, the items as follows:
 - Alterations to existing buildings
 - Minor demolitions
 - Electrical works
 - External works, tarring, paving, etc.
 - Metal work, aluminum windows, shopfront, etc.
 - Plaster Work, Paint work, etc.
 - Masonry
 - Concrete work and reinforcement
 - Glazing

3.CALL OUT RESPONSE - TIMES

The appointed contractor shall ensure at any time of the day or night, seven (7) days a week, inclusive of statutory holidays, for the duration of contract, that competent staff is available to timeously attend to call-outs including emergencies.

The response times to emergency callouts including site investigations, making safe and completion of repairs, shall be within the time period as set below:

Call Out Response – Turnaround Time	Emergency (Working Hours)	Emergency (After Working Hours)
	Repairs Completed Within 24hours	Repairs Completed Within 24hours

4. WORKMANSHIP

- i. The appointed contractor shall employ only competent personnel including artisans to perform building maintenance work.
- ii. The works shall be executed using the latest technology, trends and best practices in accordance with building regulations to the satisfaction of CONHILL. All remedial work or poor workmanship shall be rectified at the cost of the contractor
- iii. The appointed contractor shall remain responsible for completing maintenance of the building infrastructure appropriately. The inspections by the FMM department shall not discharge the contractor from his responsibilities.

5. QUALITY OF MATERIALS AND EQUIPMENT

- i. Only quality material suitable for the climatic conditions of relevant sites shall be utilised, subject to approval by CONHILL Facilities Manager. All material and equipment shall satisfy the requirements of SABS or OEM in respect of quality, manufacture, tests, and performance.
- ii. Materials manufactured within the Republic of South Africa and bearing the SABS approval shall be utilised where applicable. All materials shall be suitable for the conditions under which the materials are installed and used

PRICE SCHEDULE



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CONSTITUTION HILL PRICE SCHEDULE GENERAL MAINTENANCE

Competency	Quantity	Rate/hour Normal	Rate/Hour Afterhours	% Mark up
Carpentry	1			
Ceiling	m ²			
Masonry	m ²			
Furniture repairs	1			
Locksmith	1			
Painting	m ²			
Glazing	6mm			
Flooring	m ²			
Waterproofing	m ²			
Paving	m ²			
Welding	1			
HVAC	1			
TOTAL		R	R	

GRAND TOTAL Rate/hour Normal + Rate/Hour Afterhours	R
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Work that is not measurable at this stage will require the service provider to provide the client with the thirdparty's quote and indicate their markup on the quote.

NB: All prices must be VAT inclusive